

## CM/ECF Procedures for Expediting Matters under LBR 9075-1

Several weeks ago, the clerk's office changed the CM/ECF menus for filing motions for expedited relief. After feedback from the bar, we have reverted back to the "old way" in some regards and improved other features. Most notably, you no longer must file the motion for your relief followed by your motion to expedite – you may now file them in one unitary pleading, as before. Please follow the procedures below.

### **For an Expedited Hearing:**

1. Select "**Bankruptcy**" or "**Adversary**" from the main menu, as appropriate.
2. Select "**Motions > Other Motions/Applications**" or "**LBR 9013 > 9013 Motions with Notice**," under the **Bankruptcy** menu, or "**Motions>Adversary Motions/Applications**" or "**Motions>Adversary 9013 Motions**" under the **Adversary** menu, as appropriate to select the proper underlying motion about which the expedited hearing will be heard.
3. Select the proper underlying motion from the menu (you will select "expedited" on a later menu).
4. Enter the appropriate case number.
5. Make the appropriate party selection.
6. Attach your document.  
**Note:** you may see additional screens which are motion-specific (i.e., fee screens).  
**Note:** if you are expediting what would normally be a 9013 motion, leave the Hearing Date/Time, Location, and Response Date blank.
7. You may refer your document to an existing event, or not. For instance, if you are attempting to get an expedited hearing on a motion already filed, you may refer the motion for an expedited hearing to the earlier-filed motion. If you refer, you must select the document to which you are referring.
8. Make the appropriate Certificate of Service selection and entry.
9. **Most Importantly:** when your Docket Text box appears, select "**Motion for Expedited Hearing On**" from the drop-down prefix menu. This adds the "Expedited Hearing" language to whatever motion you have chosen.
10. Confirm the final docket text and submit.
11. File your Submitted Order using the following procedures.

(continued)

**To File an Expedited Submitted Order (for a hearing/agreed order/resolved matter):**

1. Select “**Bankruptcy**” from the main menu.
2. Select “**Proposed Order > Submitted/Expedited - Submitted Agreed/Submitted . . .**”
3. Enter the appropriate case number.
4. Select “**Submitted Order.**”
5. Make the appropriate party selection.
6. Attach your submitted order.
7. You may refer your submitted order to an event (i.e., your motion for expedited hearing), or not. If you refer, you must select the document to which you are referring.
8. If an Agreed Order, check “**Agreed**” (which will add “agreed” to the docket text and signal the judge that the issue is resolved).
9. **Most Importantly:** answer “**Yes**” to the question “**Is this an EXPEDITED Order according to LBR 9075-1?**” This will attach the prefix “Expedited” to your docket text and trigger an email to the judge’s chambers.
10. Select the appropriate judge for the case.
11. Confirm the final docket text and submit.